

INVITATION FOR TENDER

Name: Milieukontakt Albania

Address: "Xhorxhi Martini" Street, Teuta Konstruksion Building,
3rd Floor, Apt. 8, Postal Code 1017, Tirana, Albania

Deadline for submission of offers: 16/06/2025

Milieukontakt Albania is implementing the project "Marine litter prevention in Sazani and Kune Vain Islands" financially supported by BEMED. In the framework of this project's implementation, the organization seeks to carry out a simple procurement procedure for "Expertise service to support

The evaluation date of the applications will be on 18.06.2025, 15:30 at the address: Rr. Xhorxhi Martini", Pall. Teuta Konstruksion, Shk.3, Ap.8 Postal Code 1017, Tirana, Albania.

You are kindly requested to submit your offer for this tender with these data.

Conditions for participation:

All interested parties must submit their offer as provided for in the general and specific conditions of this invitation by 16/06/2025, 16:00, to the postal address Rr. 'Xhorxhi Martini', Pall. Teuta Konstruksion, Shk.3, Ap.8 Postal Code 1017, Tirana, Albania.

SERVICE DESCRIPTION:

1-TASKS:

Identification and selection of businesses

The Consultant shall identify and contact potential HoReCa businesses within the assigned geographical area. When selecting businesses, the Consultant shall consider the following criteria:

a. Sector representation

The sample should include businesses representing the different categories of the HoReCa sector, including hotels/accommodation, restaurants, cafés/bars and other relevant businesses.

b. Business size and potential plastic use

Priority should be given, where possible, to businesses that:

- use relatively large quantities of single-use plastic products;
- have a larger number of employees; and/or
- have significant potential to reduce their use of SUPPs.

c. Legal registration

Only businesses that are legally registered with the National Business Center (QKB) shall be included in the initiative.

The Consultant shall verify the registration status of the selected businesses based on available official documentation and/or the business registration certificate.

Initial contact and engagement of businesses

The Consultant shall approach potential participating businesses and provide clear information on:

- the purpose and objectives of the “Low Plastic Zone” initiative;
- the relevance of reducing single-use plastic products;
- the activities that will be carried out under the initiative;
- the initial and second assessment processes;
- the expected level of participation from the business; and
- potential benefits of adopting more sustainable alternatives.

Declaration of Commitment

For each participating business, the Consultant shall facilitate the completion and signature of the Declaration of Commitment. The Consultant shall ensure that the document is properly completed and signed before proceeding with the relevant project activities.

Project sticker and visibility

Following the signing of the Declaration of Commitment, the Consultant shall provide or place the relevant project sticker “Working towards becoming a low-plastic user”.

The Consultant shall ensure that the sticker is placed in an appropriate and visible location at the participating business, subject to the agreement of the business representative.

INITIAL ASSESSMENT – FIRST AUDIT

The Consultant shall conduct the initial assessment of the selected businesses using the questionnaire and tools provided by Milieukontakt.

SUPPORT TO BUSINESSES IN IDENTIFYING ALTERNATIVES

Based on the findings of the initial assessment, the Consultant shall provide practical information to businesses on potential alternatives to the identified single-use plastic products.

The Consultant shall:

- explain the alternatives generated through the project's assessment tools;
- provide information on where relevant alternative products may be sourced, where such information is available;
- refer businesses to relevant guidance materials, including the “Zero Waste for Albania” guide;
- encourage businesses to consider feasible alternatives based on their operational needs; and
- avoid making unsupported claims regarding the environmental performance of alternative products.

SECOND ASSESSMENT – IMPACT AUDIT

The second audit shall be conducted approximately 9 months after the initial assessment, according to the project implementation schedule.

The Consultant shall revisit the same businesses assessed during the initial audit. The purpose of the second audit is to document changes rather than to pressure businesses to report improvements.

RECOGNITION OF PARTICIPATING BUSINESSES

Where the assessment demonstrates that a business has reduced its use of SUPPs and/or replaced them with alternatives assessed by the project's methodology as having a lower environmental impact, the Consultant may, subject to validation by Milieukontakt:

- place the relevant “low plastic” project sticker;
- provide the relevant project certificate; and
- facilitate the taking of a photograph for project communication purposes.

The relevant consent form must be completed before photographs are taken or used.

The final decision regarding eligibility for a certificate and/or sticker shall remain with Milieukontakt, based on the project's methodology and verification procedures.

3-GENERAL AND SPECIFIC QUALIFICATION CRITERIA

The Consultant should meet the following minimum requirements:

Education

- University degree in environmental management, sustainability, social sciences, economics, business administration, communications, or another relevant field.

Professional experience

- Minimum [2] years of relevant professional experience in environmental projects, sustainability, waste management, circular economy, community engagement, business engagement, field research or related areas.
- Previous experience conducting interviews, surveys, assessments or field-based data.
- Experience working with local businesses, particularly SMEs and/or HoReCa businesses, is an advantage.

Skills

- Strong communication and interpersonal skills;
- ability to engage effectively with business owners and managers;
- good interviewing and data-collection skills;
- attention to detail and ability to verify information;
- good organizational and time-management skills;

DURATION AND LOCATION

The consultancy is expected to take place over a period of approximately [18 months], with the initial assessment conducted during [spring 2026] and the second assessment conducted approximately 6–8 months later, subject to the overall project implementation schedule.

The Consultant will primarily work in the assigned municipalities/regions of Albania and will be required to conduct regular field visits to participating businesses.

APPLICATION REQUIREMENTS

Interested candidates should submit a motivation letter and a CV, demonstrating relevant qualifications and experience in accordance with the general and specific conditions set out in this Invitation to Tender no later than 16.06.2025, by post to: Rr. "Xhorxhi Martini", Teuta Konstruksion Building, Staircase 3, Apartment 8, Postal Code 1017, Tirana, Albania.

EVALUATION CRITERIA

Applications may be evaluated on Quality-Based Selection (QBS) based on the following criteria:

Criteria	Indicative Weight
Relevant education and professional qualifications	30%
Relevant experience in environmental/sustainability/waste/plastics-related	30%
Experience in field research, surveys and business engagement	20%
Knowledge of the local context and geographical area	20%
Total	100%

Milieukontakt reserves the right to ask for the financial proposal during the negotiation of the contract.

**HEAD OF THE CONTRACTING AUTHORITY
EXECUTIVE DIRECTOR**

VALBONA MAZREKU

